

## AMES TRANSIT AGENCY BOARD OF TRUSTEES

AMES, IOWA

March 16, 2007

The Ames Transit Agency Board of Trustees met March 16, 2007, 8:30 a.m. at the CyRide Facility, 1700 W. 6th Street. President Kroeger called the meeting to order at 8:43 a.m. In attendance: Trustees Schainker, Goodman, and Madden. Absent: Trustees Franklin and Spurgin.

**APPROVAL OF MINUTES:** Trustee Madden made a motion to approve the February 13, 2007 minutes as presented. Seconded by Trustee Goodman. (Motion carried unanimously.)

**PUBLIC COMMENTS:** None.

**FY2008 Transportation Improvement Program (TIP):** Director Kyras told the transit board the Transportation Improvement Program (TIP) is the annual requirement that CyRide asks the board to approve each year. All projects in the TIP projects are either included in the Capital Improvement Plan (CIP) and/or in the budget for operating. The only project not included is the East 13<sup>th</sup>/Lincoln Way/Dayton service to the new mall. CyRide staff hopes to submit a grant application later this year or early spring. The grant needs to be secured this fiscal year, and if approved, will be listed in the FY2008-2009 budget and CIP.

Trustee Madden made a motion to approve the Transit Element of the Transportation Improvement Program for submittal to the Ames Area Metropolitan Planning Organization. Seconded by Trustee Schainker. (Motion carried unanimously.)

**OFFICE CONSTRUCTION BIDS AND AWARD:** Director Kyras reported bids were opened on Wednesday, March 14 for the office construction and a single bid was received. This bid was within the last cost estimate. However, the bid was considered non-responsive due to a non-submittal of a required FTA form and CyRide will need to begin the bidding process again. CyRide staff asked for the transit boards' approval of the preliminary plans and specifications so CyRide could begin the process again. Bid opening is set for April 18 followed by a transit board meeting on or around April 20. If this schedule can be maintained, May 9 would be the date the Notice to Proceed and Purchase Order can be issued. The delay is approximately two months.

The transit board asked Brent Schipper, Architect, whether there would be more bidders who would submit a bid the next turnaround and if there was a formal bidding process the City follows when the bids are opened.

Trustee Schainker made a motion to approve the preliminary plans and specifications for construction of an office addition to the CyRide facility and

release of bid documents on March 28. Seconded by Trustee Goodman. (Motion carried unanimously.)

**ADVERTISING CONTRACT:** Director Kyras reported the advertising contract that CyRide has had with Houck Advertising since May 2002 will expire May 2007. Director Kyras had Doug Marek, City Attorney, review the contract and he indicated CyRide could either re-bid or extend the contract. Federal transit regulations allow the contract to be extended for up to ten years. Extending the contract for one year would give CyRide staff more time to examine if bringing the advertising in house would benefit the transit system. The current advertising contract generates \$58,000 in revenue, 51 percent of the revenue, from the advertising sales and CyRide's effort is minimal to acquire the \$58,000. CyRide places the signage on the buses and receives a nominal amount for this work. Director Kyras recommended to the transit board to extend the advertising contract for one more year and give CyRide staff more time to determine if there is any opportunity to gain more revenue by bringing it in house. Trustee Goodman also suggested, in addition to bringing the advertising in house, to consider re-bidding to see if there are other providers.

Trustee Goodman made a motion to extend the advertising contract with Houck Advertising for one more year. Seconded by Trustee Madden. (Motion carried unanimously.)

**TRANSIT DIRECTOR REPORT:** Some matters of interest addressed were: the location of staff during the construction process; relocating telephones and computers for staff by Information Services; transit board meetings to be held at other locations during the construction; and when the construction begins in the drivers' area, drivers will be relocated to a small bus within the bus garage.

Director Kyras spoke to Congressman Latham when she attended the 2007 APTA Annual Conference in Washington, DC and requested a special earmark for CyRide to replace ten used buses. Congressman Latham had submitted the forms for the ten new buses and was very supportive.

During the APTA (American Public Transit Association) meeting, the new charter regulations were discussed that were released last month that affect City and University transportation. Private operators, transit operators, and federal transit administration representatives met to work through the new regulations. The meeting was controversial; however, the federal transit administration released their version last month. There are some good aspects and some items that are concerning. A positive change would allow public transit operators to operate up to 80 hours a year of transit service to government officials. This could be extended to the University as well. The FTA has redefined the definition of charter and public transportation causing services that today are considered public transportation to possibly be considered charter service. Director Kyras wanted to make the transit board aware of the new regulations. A conference call

is scheduled for the week of March 26 with other transit professionals to gain a better handle on how the FTA is going to administer the new regulations. Additional information on this topic will be distributed when it becomes available.

**SET TIME AND PLACE OF MARCH MEETING:** Special meeting for Transit Feasibility Study Presentation March 29 at 8:00 a.m. Next transit board meeting is scheduled for April 23 at 4:00 p.m.

**ADJOURN:** Trustee Goodman made a motion to adjourn at 9:09 a.m. Seconded by Trustee Madden. (Motion carried unanimously.)